

Good morning,

We have been continuously reviewing and updating our coronavirus (COVID-19) response plans based on guidance from the state and local health agencies.

Based on this guidance, we are asking that employees continue to report to work. We understand that this may create a hardship for some based on directives and guidance coming from the state. One of these potential hardships could be parental supervision of children. However, employees will not be permitted to bring children to the office.

If you have any concerns that may necessitate working remotely, please submit a request in writing to your immediate supervisor. Your supervisor will submit that request to the deputy superintendent who will review all requests for approval.

In regards to visitors, we are reviewing all upcoming events and meetings being held here at the ESC and at OCALI/Glenmont and are working to minimize the number of gatherings being held in the conference center. We also are in the process of reviewing and limiting our hours for background checks. Additional information regarding those hours will be available soon.

We ask that you continue to be diligent in your prevention efforts. If you feel ill, we ask that you please stay home except when directed to seek medical care by your physician or local health agencies. We also ask that you let your supervisor know that you are ill, and if comfortable, please let them know why you are ill as well to aid in our prevention efforts.

Again, we want to remind our staff that the best ways to prevent the spread of COVID-19 are:

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

Source: www.cdc.gov/COVID19

Please continue to check your ESC email as these circumstances are continuously changing and we want to be sure that you receive the latest updates. These email updates will also be posted [here](#).

Thank you.